

SECTION 7 | PROPOSED ORDERS WITHOUT A HEARING

Proposed orders can be submitted to the Court once the unopposed motion, joint stipulation, etc. appears on the docket, and can be submitted via email in Word format, mail or hand delivery, **with a cover letter to the Court signed by counsel**, which must be copied to opposing counsel/unrepresented party. A courtesy copy of the unopposed motion, joint stipulation, etc. related to the proposed order must be provided. However, any documents over 10 pages, including attachments, must NOT be emailed. The letter must state that opposing counsel/unrepresented party has been provided with the same materials being provided to the Court and whether opposing counsel/unrepresented party agrees with the language of the proposed order. The service list on the order must contain e-filing addresses for opposing counsel/unrepresented party. If an unrepresented party does not receive e-filings, counsel must provide the Court with an addressed, stamped envelope.

If counsel does not have an email address for an unrepresented party, counsel must mail or hand deliver the proposed order and letter to the Court consistent with the instructions above.